



Department of Emergency Medicine Senior Clerk

POSITION: LAC+USC Medical Center Department of Emergency Medicine is currently seeking highly qualified individuals to fill the positions of Senior Clerk to provide robust ancillary support to clinical staff providing care for a diverse patient population. Senior Clerk will be working with the new Triage Medical Screening Exam Team and the Rapid Evaluation Areas.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Answers questions that require such things as searching for and abstracting technical or specialized information and booking specialty appointments for patients being discharged
- Supports and coordinates activities of the unit not requiring direct patient care, but requiring attention to details to enhance patient throughput
- Identifies patients with potential for discharge and proactively work with clinicians to effectuate rapid disposition
- Calls for specialty consultations and coordinate communication between providers
- Performs highly specialized clerical duties requiring specialized knowledge of outpatient clinic appointments and follow up care
- Takes initiative to make decisions within scope of practice to facilitate patient throughput
- Respects patient rights and privacy needs while maintaining courteous relations with patients, visitors and other staff
- Interacts to improve relations with internal and external customers to improve patient satisfaction ratings for emergency department

DESIRABLE QUALIFICATIONS

- Three years of clerical experience
- Excellent interpersonal and computer skills
- Strong organizational and problem resolution skills
- Ability to work effectively with a diverse and challenging patient population
- Flexibility and willingness to adapt to various emergency situations and changes in flow.
- Bilingual preferred

Interested candidates must be currently on a Senior Clerk item or reachable on the DHS Senior Clerk Exam Certification List. Interested applicants should submit a letter of interest, resume, copy of their last two performance evaluations, and a copy of their time records for the past 24 months to:

LAC+USC Medical Center
Nurse Recruitment & Retention Center
Inpatient Tower – Room C2C112
Telephone: (323) 409-4664
Fax: (323) 441-8039
EOE/Posted 10/28/13

Resumes will be reviewed and highest qualified candidates will be contacted for interviews.
Resumes will be accepted until the needs of the department are met.